

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO.

704-13

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Environmental Health Administration - DHMH

Bureau of Food and Drugs
Division of Radiation Control

AGENCY

DIVISION

Item No.	Description	Retention
1.	ADMINISTRATIVE CORRESPONDENCE FILES File series contains correspondence with Federal, State and local agencies and individuals, as well as Local Health Departments pertaining to the operation of the Division of Radiation Control. Files are purged yearly.	Retain for three (3) years, then destroy.
2.	BOOKLETS, BROCHURES & PAMPHLETS FILES File series contains booklets, brochures and pamphlets from Federal agencies and other outside organizations which contain guidelines, rules and regulations pertaining to radiation control. Also there are copies of procedures and guidelines from every state in the United States, governing radiation control activities.	Materials such as brochures, pamphlets and copies of documents created or received solely for reference or exhibition purposes are considered "non-record" and may be destroyed when value to the office no longer exists.
3.	RADIATION LICENSES These licenses are continuous from year-to-year and are amended from time-to-time as required. They are audited. They include the following: NRC-374C (6/75) - U. S. Nuclear Regulatory Materials License DHMH-300-6 - Radioactive Material License DHMH-300-6A- Instructions for Preparation of Application for Radioactive Material License DHMH-300-6B- Application for Radioactive Material License DHMH-300-6C- Application for Radioactive Material License - Medical Supplement A-Human Use DHMH-300-6C- Application for Radioactive Material License - Medical Supplement A-Preceptor Statement	Retain for twenty (20) years, then destroy.

Schedule approved by Department, Agency or Division Representative

Robert E. Conoran

Signature

Chief, Division of
Radiation Control

Title

8/11/78

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
3.	<p>RADIATION LICENSES (Cont'd.)</p> <p>DHMH-300-6D - Application for Radioactive Material License for the Medical Use of Radioisotopes</p> <p>DHMH-300-6E - Application for Source Material License</p> <p>DHMH-300-7 - Certificate - Medical Use of Radioactive Material Under General License</p> <p>DHMH-300-8 (Rev. 10/76) - Certificate - In Vitro Testing with Radioactive Material Under General License.</p>	
4.	<p>X-RAY MACHINE REGISTRATION</p> <p>These forms are continuous, but modified from time-to-time. They are audited by HEW and FDA. They are arranged alphabetically by county and number. They include the following:</p> <p>DHMH-461 (7/71) - Questionnaire</p> <p>DHMH-783 - Radiation Machine Registration Renewal</p> <p>DHMH-782 - Registration of Radiation Machines and Instructions</p> <p>OMB No. 57-R0089 - Nationwide Evaluation of X-Ray Trends-Radiographic Survey Form</p> <p>SSA-1537 (1/77) - Out-of-State Medicare Certification for Hospitals only</p> <p>SSA-1882 (3/69) - Portable X-Ray Survey Report</p> <p>SSA-1539 (11/74) - Medicare/Medicaid Certification and Transmittal</p> <p>SSA-1880 (11/74) - Request for Approval as Supplier of Portable X-Ray Services</p> <p>FD-2579 (6/74) - Report of Assembly of a Diagnostic X-Ray System</p> <p>FD-2578A, FD-2782, FD-2783, FD-2784, FD-2784A, FD-2785, FD-2786 (Federal forms for Compliance Testing.)</p>	<p>Retain for twenty (20) years, then destroy.</p>